

How to create a cases export report

This documentation, including images, videos and text, is accurate as of Version 5.12 of Pascal.

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In Pascal multiple type of reports can be generated, for example to share information with colleagues in a structured and convenient matter. A global cases report can be one of those reports. The global cases report gives an overview of all created cases, adhering to the selected filters. It generates a CSV file with:

- **Name** - The name of the case.
- **Type** - The type of case this can be Business or Person.
- **Status** - The status of the case.
- **Client** - The Client the case is linked to. If no Client is linked this will be empty.
- **Risk** - The risk of the case.
- **Resolve progress** - The percentage of resolved hits within a case.
- **Assignee** - The assignee of the case.
- **Last modified** - The date that the case was last modified.
- **Case ID** - The identification number of the case.

How to create a global case report.

- 1 Go to the Cases tab.
- 2 Select Filter in the right top corner.
- 3 Select Export cases.

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